



## CARPENTER I

Job Code: 4263

EEO Class Code: Skilled Craft

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h25

### NATURE OF WORK

Skilled carpentry work at the entry level in the construction, maintenance, and repair of city facilities. Persons listed under this classification do not have journeyman experience in carpentry and other related building trades.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Makes repairs to wooden parts and to the exterior of City buildings (stucco, block, etc)
- Makes shelving, fits doors, and installs hardware
- Makes and hangs signs
- Performs rough, finish carpentry on new installations including forms, boxes, etc.
- Builds and repairs cabinets and furniture to include pharmacists Oxygen-Acetylene torches in metal fabrication
- Drives truck for transportation of materials, etc.
- Operates various automotive equipment (forklift, pitman crane)
- Builds forms and pours concrete floors, walls, and roofing
- Erects and reinstalls chain link fences
- Operates a variety of power tools (saws, drills, sanders, and planers)
- Orders and maintains an inventory of supplies, tools, and equipment
- Replaces broken windows and glass
- Primes, paints, and preserves wood products as required
- Maintains and repairs fiberglass
- Maintains Boardwalk and related ramps and pavilions
- Constructs and maintains lifeguard towers located on the beach
- Provides support for special events (Art Festival, Friday Night Live, etc)
- Maintains fishing pier and Marine Patrol docks
- Constructs interior walls utilizing metal studs
- Applies drywall installations
- Installs acoustic ceiling systems
- Installs demountable partitions systems
- Maintains park equipment including swings, gym, and vida courses
- Overhauls and repairs various lock and re-key locks
- Performs paperwork associated with daily work assignments
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and skills in carpentry for construction and finish work including methods, materials, and techniques
- Knowledge and skills in a variety of related building trades
- Knowledge of prefabrication, roofing, fencing, glass cutting, and window or Jalousie repair and fiberglassing
- Knowledge in the use and operation of related hand and power tools
- Knowledge of woods, lumber glues, plasters, concretes, tiles, and forms
- Knowledge of furniture making, cabinet making, paneling, sign making, and steeple jack rigs
- Ability to plan, schedule, prepare, and direct work of skilled and unskilled workers
- Knowledge of related occupational hazards and standard safety procedures

- Ability to read and work from blueprints and sketches
- Ability to do painting as required

## MINIMUM REQUIREMENTS

- Three (3) year's full time verifiable experience in construction carpentry, finish carpentry, or cabinet making
- Drivers license

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Significant walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- Assignments are received and work is usually performed under close supervision, and is subject to close review and inspection for compliance with departmental guidelines and objectives

## SUPERVISION EXERCISED

- None